

EVALUATION COMMITTEE January 22, 2019 Minutes		
Charge: Evaluates whether sub-recipient services coincide with set service priorities, and evaluates the performance of the Administrative Agency and the Planning Council according to the goals of the Council.		
MEMBERS PRESENT		
Gary Benecke Darius Ahmadi Jonathan Thorne	Del Wilson, Vice Chair Leonardo Zea Kellie Norcott	Louise Weston-Ferrill Louvenia Freeman
MEMBERS ABSENT		
LaShaun Shaw Phillip Scheldt	Helen E. Turner, CCC Liaison	Cristopher Burke
RWPC STAFF PRESENT		
Annie Sawyer-Williams, RWPC Coordinator	Glenda Blackmon-Johnson, RWPC Program Manager	Justin M. Henry, Health Planner
GRANTS MANAGEMENT STAFF PRESENT		
OTHERS PRESENT		
Alexis Sanchez, ASD	Joni Wysocki, AIN	Lionel Hillard, RWPC Chair

- I. **Call to Order:** Del Wilson, Evaluation Committee Vice Chair, called the meeting to order at 3:06 p.m.
- II. **Certification of Quorum:** Quorum was established by Glenda Blackmon-Johnson, Ryan White Planning Council (RWPC) Manager, and certified by Del Wilson.
- III. **Introductions and Announcements:**
 - a. Lionel Hillard announced the RWPC Leadership Training is Friday, January 25th from 9 a.m. - 4 p.m. at the Meadows Conference Center. The target audience for the training is for current and new leaders.
 - b. Joni Wysocki announced AIDS Access Network (AIN) will host an Open House for the opening of the new Daire Wellness Center on Monday, January 28th between 5 p.m. -7:30 p.m.
 - c. Lionel Hillard announced the RWPC Dallas EMA Project Officer Frances Hodge passed away last week.
- IV. **Approval of December 18, 2018 Minutes:** *Gary Benecke motioned to approve the December 18, 2018 minutes. Louvenia Freeman seconded the motion. The motion passed with three abstentions (pending correction) Policy Clarification Number #18-02.*
- V. **Office of Support Report:**
 - a. Glenda Blackmon-Johnson announced the current RWPC roster seats 22 members. She has been in contact with Judge Clay Jenkin’s office regarding the pending applications. She announced the vacant leadership seats: Needs Assessment (*Vice Chair*), Evaluation (*Chair*), and Allocations (*Vice Chair*).

Mrs. Blackmon-Johnson announced the Notice of Award (NOA) for FY 2019-2020 has been received. She gave an overview of the RWPC membership reflectiveness.

VI. Evaluation of the Ryan White Planning Council (Ryan White Planning Council Primer, Self-Assessment): Mr. Wilson shared support staff, suggested that the committee attempt to tie action items or timelines to discussions, when applicable. From this, more helpful documents may emerge which could influence protocols and committee practices.

Mr. Wilson noted that part of the evaluation of the Ryan White Planning Council discussion relates to the Evaluation of the Administrative Mechanism (EAM). He stated that there were new processes for the EAM last year that work out well. The survey to be completed by funded agencies was removed from the EAM last year.

Mr. Wilson requested for next month's agenda to have the last process available for evaluating the EAM process (review of the EAM Process).

Mr. Henry commented the matrix used last year was helpful in giving the committee a clear shot of what the entire process looks, like from a historical standpoint. Looking at the FY2017 matrix gives some insight from providers prospective.

Mr. Wilson stated provider's opinion will not be the only part of the EAM; they may be part of the self-assessment of the RWPC.

The committee discussed if should they reinstate the provider survey in the EAM. A member asked was the EAM process ever explained to the committee. Mr. Benecke stated the current survey addresses the process. Mr. Henry stated the EAM includes: procurement, contract monitoring, and reimbursement process.

A request was made to draft a copy of the major components of the EAM and who they affect: AA, CEO, RWPC, Auditor, Purchasing, Contracts and RFP.

The committee began to review excerpts from the Ryan White Planning Council Primer pertaining to the evaluation of services. The committee had a discussion regarding what questions to ask in the EAM survey.

Mr. Wilson stated he will review FY 2016 EAM survey and cut out any questions regarding the AA and RWPC. Mr. Wilson asked members to review the report from the Charles Henley and the RWPC Primer.

Agenda Items for next meeting: Mr. Henry will provide a refresher of the EAM process, Evaluation of the EAM, review the EAM questions, timeline for FY 2018 EAM report, and Evaluation of the RWPC.

VII. New Business: N/A.

VIII. Adjournment: Jonathan Thorne motioned to adjourn. Darius Ahmadi seconded the motion. The motion passed unanimously.

The meeting was adjourned at 4:46 PM.

Submitted by:

Annie Sawyer-Williams, RWPC Coordinator

Date

Draft Certified by:

Justin M. Henry, RWPC Health Planner

Date

Final Approval by:

**Vacant, CHAIRPERSON or
Del Wilson, Vice-Chairperson**

Date

NEXT SCHEDULED MEETING
Tuesday, February 26, 2019 3:00 PM
Hickman Conference Room, 2nd floor
Dallas County Health and Human Services Building
2377 N. Stemmons Freeway, Dallas, TX 75207